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ABSTRACT OF THE DISCLOSURE

A method of managing a print job from a computer includes the steps of transmitting print job information to a printer, storing the print job information in a storage device separate from the printer, prompting a user to enter identification information at the computer, which is separate from the printer, and comparing the identification information with information stored in the storage device. The method can also include the steps of validating the identification information, displaying the print job information at the computer, editing the print job information at the computer, updating the storage device with edited print job information, and transmitting to the printer the edited print job information. The method can be implemented using a remote manager residing on a computer connected to the printer via a network. A computer program product, and a graphical user interface for managing a document server print job are also disclosed.